

# Cochise County Jail Inmate Grievance – Level One

To: Supervisor on Duty Received By: SC Date/Time: 4/28/19 0730  
From: Hills, Kristina 1044 CB 13 4/27/19  
Inmate Name Booking # Pod/Cell # Date

I. Grievance (To be completed by Inmate): Describe the reasons and nature for your complaint.

Clark told me I was not exercising the grievance process correctly although I thought I was made clear by the policy handbook. So he continually returned my grievance forms to me & said I needed to do request forms instead.

II. Grievance (To be completed by Inmate): Document reasonable attempts to resolve complaint informally prior to filing this formal grievance.

So I followed Clark's directive with the request forms. They repeatedly disappeared (obviously) because they were never answered or returned to me (as he had promised). Since I have no copies I had to keep on resubmitting & when some WERE finally returned, the complaints weren't addressed at all. He just simply scribbled "Not a grievable issue". I've tried clarifying with him, but he won't even enter the process.

III. Grievance (To be completed by Inmate): Explain your reasonable proposed resolution.

Between the handbook & Clark, I am now thoroughly unclear/confused. Not only do I have to deal with the TBI damage to my brain, but now I feel I am being mocked & disregarded. I need someone trustworthy to come & clarify if I am or am not doing the grievance process correctly because the issues I grieve are all valid grievables according to handbook & followed protocol, but I now feel Clark has played some game by insulting my intelligence.

IV. Duty Officer's resolution (to be completed by duty officer prior to forwarding to Shift Supervisor):

K.M. Hills Inmate was informed of proper Grievance Policy. 4/28/2019

Inmate shall write a Request form to see if issue is resolvable before Grievance process. Then after request form is not resolvable, inmate shall

fill out Grievance and hand to duty officer. If matter is not resolved it will be forwarded to shift supervisor. If it is not informally resolved it will be forwarded to

[Signature]  
Officer's Signature

4/28/19  
Date

Grievance officer. If matter is not resolved it will then be handled at a Level 2 Grievance.

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V. Shift Supervisor's or assigned officer's action and receipt (informal): I have addressed the nature of the complaint of the above named inmate and have taken the following action:

Informally Resolved

Supervisor's Signature

Date

Return a copy to inmate if resolved.

☒ File in "Grievance File" (informally resolved).

Tracking #: 19-0067

☐ Continue as a Formal Grievance

☒ Inmate Signature

Date

DATE RECEIVED: \_\_\_\_\_

NUMBER: \_\_\_\_\_

VI. Investigating Officer's Response (Formal): I have investigated the above grievance and have taken the following action:

Investigating Officer Signature

Date

Return a copy to inmate.

Inmate Signature

Date

**TO INMATE: IF NOT SATISFIED WITH THE INVESTIGATING OFFICER'S RESOLUTION, SUBMIT A LEVEL-TWO GRIEVANCE APPEAL FORM WITHIN 3 DAYS OF RECEIPT TO THE JAIL COMMANDER.**